

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 19th day of November 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Sylvia Virtuoso

EXCUSED: Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Thomas W. Blodgett, CRA Infrastructure & Engineering
Town of Niagara Supervisor-Elect Lee Wallace
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the minutes of the October 22, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	35.90
Dig Safely	Digging Notifications	70.50
Frontier	Mapleton Rd PS	61.68
National Fuel	Plant	558.63
National Grid	Elec Dist. - East Canal PS	593.10
National Grid	Elec Dist. - Mapleton Rd	209.09

National Grid	Elec Dist - Moyer Lift	97.20
National Grid	Elec Dist - Plant	6,962.30
National Grid	Elec Dist - Shawnee Road	143.73
National Grid	Elec Dist - Tonawanda Creek Rd PS	493.50
National Grid	Elec Dist - Townline Rd PS	371.86
National Grid	2044 Niagara Falls Blvd (meter)	21.82
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSEG	Rapids Rd PS	345.87
Time Warner	Internet Service	758.17
Verizon	East Canal	18.61
Verizon	Plant	107.67
Verizon	Moyer Lift	24.95
Verizon	Shawnee Road PS	24.60
Verizon	Tonawanda Creek Rd PS	22.99
Verizon	Townline Rd PS	18.61

TOTAL

\$ 10,961.80

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Advanced Technical Solutions	Pumping Element Outlet Ring Piece	815.52
Alfa Laval	Upgraded Controls for Centrifuge - 3rd payment	1,252.00
Allied 100 LLC	Manikin Alcohol Wipes	197.00
Allied Waste	Sludge Disposal	17,151.42
Allied Waste	Recycling Service	40.98
Applied Sciences Group Inc	East Canal and Tonawanda Creek PS Electrical Services	2,092.88
Augies Automotive	Replace Starter Motor & Crank Sensor	284.15
Buffalo Courier Services	Delivery Service to Rochester Lab	1,104.00
CEM Services	Project Air Monitoring Inspection	150.00
City Electric	Electrical Supplies	535.60
CRA	October Monthly Retainer	750.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	7,360.00
CRA	2014 I/I Project (Project #631071)	4,455.00
CRA	2014 Roof Replacement (Project #631067)	21,134.50
CRA	SPDES Permit Compliance/Clarifier Baffle (Project #631076)	16,085.00
Cyncon Equipment Inc.	Flushing & Vacuum System Equipment (Vac Truck)	337,997.00
Daboll, Daniel	2014 Clothing Allowance	400.00
Empire State Mechanical Contractors, Inc.	Clarifier Baffle Improvements	145,939.00
Evoqua	Lab Grade Water	340.31
Federal Express	Delivery of Gearbox to Alfa Laval (Chesapeake, VA)	821.66
Ferchen, Mark	2014 Clothing Allowance	400.00
Fisher Scientific	Lab Supplies	1,398.22
Greater Niagara Mechanical	Fix Heat in Maintenance Building/Locker Room	457.01

Grove Roofing	2014 Roof Replacement Project	115,900.00
Hahn, Anthony	Travel Mileage	48.16
Haseley, Roy	2014 Clothing Allowance	400.00
Isle Chem	Lab Analysis	651.50
K & K Janitorial Service, Inc.	General Cleaning for November 2014	390.00
Knaebe, Egon	2014 Clothing Allowance	400.00
Kwiatkowski, Ron	2014 Clothing Allowance	400.00
Lakes Pipe & Supply Corp	Plumbing Supplies	436.44
Lang, Jason	2014 Clothing Allowance	400.00
Lozier	Laboratory Services	280.00
Maerten's Motor Service	Diesel Fuel Additive	630.00
Mark Cerrone Inc.	Emergency Repair - Transit Road Interceptor Sewer Collapse - additional invoice	3,114.66
McMaster-Carr	Maintenance Supplies	59.47
Modern Corporation	Dumpsters	175.27
Moley Magnetics	3 HP Motor/Shipping Charge for Rebuilding Pump at East Canal	426.18
Napa Auto Parts	Industrial Battery	388.66
Occustar Inc.	Respirator Exams	90.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	100.50
PVS Technologies, Inc.	Ferrous Chloride	5,714.94
Rexel	Fluke Meter Kit	309.00
Scive, Michael	2014 Clothing Allowance	400.00
Sharp Printing	Post Cards for Public Hearing	49.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Siewert Equipment	Parts for Wemco Pump	1,199.19
Staples	Office Supplies	168.81
Teixeira, Charles	Clothing Allowance	100.00
Vona, P. Andrew	Monthly Retainer-September 2014/Legal Services	2,500.00
Wrate Mechanical	Replace flue pipe in sludge building	525.00
WW Grainger Inc	Batteries, Pressure Switch, Maintenance Supplies	911.77
TOTAL		\$ 697,448.80

TOTAL FORWARDED	\$ 10,961.80
TOTAL APPROVED O&M	<u>697,448.80</u>
GRAND TOTAL APPROVED	\$ 708,410.60

This motion was carried.

Review of the October 2014 Financial Report showed an Operation and Maintenance balance of \$6,700,922.94. Upon motion duly made by Wright H. Ellis and seconded by Sylvia Virtuoso it was

resolved that the Sewer District's October 2014 Financial Report be approved as presented. This motion was carried.

Communications:

1. Mr. Timkey reported that he received a communication from the NYSDEC regarding the NY Alert Program. The purpose of this communication is to change the reporting obligations that the District is required to follow under the Sewage Right to Know Act, a notification program for reporting applicable sewage releases to residents who are serviced by the District. Chairman Smith requested board approval to sign the NYSDEC Alert Program Notification forms for the District.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby give Chairman Marc Smith board authorization to sign the NYSDEC Sewage Right to Know Act forms on behalf of the District. This motion was carried.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Alfa Laval Centrifuge Controls Upgrade - Mr. Timkey reported to the board that he has not received any notification from Alfa Laval in regard to them accepting the responsibility for the breakage of the centrifuge control panel. Mr. Timkey stated that he does not have a dollar amount at this time for the repair of the centrifuge. Mr. Timkey stated that Alfa Laval is the sole source for this original equipment to complete the repair. Mr. Timkey presented to the board a list of the OEM parts that are required for the Alfa Laval Controls upgrade. The OEM parts include a conveyor bearing kit, pillowblock/conveyor bearing kit and a flex complete coupling for a total amount for the upgrade of

\$6,574.12 (plus freight). Mr. Timkey is requesting board approval for the Alfa Laval Centrifuge OEM Parts for the centrifuge upgrade in the total of \$6,574.12 (plus freight).

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request authorization to purchase the Alfa Laval Centrifuge OEM Parts from sole source Alfa Laval at the cost of \$6,574.12 (plus freight). This motion was carried.

b. Maintenance Building Heating Unit - Mr. Timkey reported that the maintenance building heating unit original equipment failed. Mr. Timkey stated that he is researching several manufacturers in order to have three quotes to present to the board at the December administrative board meeting.

c. Return Sludge Pump Gearbox/Motor - Mr. Timkey reported that he had received a new quote for the Gear Box Replacement for the Return Sludge Pump #3 in the Treatment Plant. Mr. Timkey stated that back in July, he was given board approval to purchase the gearbox/motor from Moley Magnetics which was the lowest quote at the cost of \$7,840.68. Moley Magnetic realized that they had made an error when it was re-quoted and they sent a new quote to Mr. Timkey. Mr. Timkey stated that Moley Magnetics was still the lowest quote received at \$11,500.00. Mr. Timkey is requesting board approval to rescind the approval vote for the purchase of the gearbox/motor from Moley Magnetic at the cost of \$7,840.68 from the September 2014 Administrative Board meeting, and to accept the new lowest bid quote from Moley Magnetics at \$11,500.00.

Upon motion duly made by Wright H. Ellis and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to rescind the Administrative Board of Niagara County Sewer District #1 board authorization on September 24, 2014 to purchase the Return Sludge Pump Gearbox & Motor Replacement - Non OEM, parts and labor for Pump #3, from Moley Magnetics at the cost of \$7,840.68.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's re-quoted

request of the purchase of a Return Sludge Gear Box & Motor Replacement - Non OEM, parts and labor from Moley Magnetics at the cost of \$11,500.00. This motion was carried.

d. Negotiations - Mr. Timkey reported that ongoing Teamster union negotiations are being rescheduled due to this week's snow storm.

Administrative Director's Report:

a. 2015 Budget - Chairman Smith reported that he along with Tom Blodgett will be attending this evening's Niagara County Legislative Budget Hearing to present the District's 2015 Budget.

b. Public Hearing regarding Sewer District Assessment - Chairman Smith reported that he will be attending the Niagara County Legislature meeting on December 2, 2014 to attend the public hearing for the public notification regarding the Sewer District Assessments for property owners of \$350,000 and over.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - **BOARD ACTION REQUESTED – None**
2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan.
 - **BOARD ACTION REQUESTED – None**
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Plug valve installed. Station work expected in December.
 - **BOARD ACTION REQUESTED – Execution of No Cost Contract Extension**

Mr. Blodgett had previously reported to the Board that Kandey Company has experienced scheduling setbacks for the Mapleton Station Improvements due to a delay in delivery of the replacement pumps by the manufacturer. Kandey Company requested a no cost time extension until January 15, 2015 to allow for the completion of the work at the October 2014 Administrative Board meeting. Mr. Blodgett is requesting board authorization to execute

the extension agreement giving Kandey Company a no cost time extension to allow for the installation of the replacement pumps for the Mapleton Station until January 15, 2015.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Chairman Smith to sign the extension agreement giving Kandey Company a no cost time extension to allow for the installation of the replacement pumps for the Mapleton Station until January 15, 2015. This motion was carried.

4. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Project is substantially complete. Metal work and punch list items wrapping up over next few weeks.
 - **BOARD ACTION REQUESTED – None**
5. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Field inspections and database work continuing, draft report/recommendations being completed.
 - **BOARD ACTION REQUESTED – None**
6. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
 - Baffle installation in East Clarifier has been completed and tank back in operation. West Clarifier baffle installation underway.
 - Flow Study Work Plan submitted to NYSDEC by October 1, 2014 deadline. Mercury Minimization Program draft plan under final review. Base plant hydraulic and process modeling complete.
 - **BOARD ACTION REQUESTED – None**

Mr. Blodgett reported that one of the items of compliance with the District's new NYSDEC SPDES permit is to perform an audit and update the current Management, Operations, and Maintenance (MOM) Plan. The District is required to submit an Annual Report by February 28th of each year highlighting what each of the Member Towns serviced by the District and the District itself has completed during the prior calendar year. The purpose of the report and annual audit is to review the success of each of the plan components and make adjustments as necessary. Mr. Blodgett stated that CRA and the District will coordinate with each individual town to compile their completed projects and any other related flow work in the respective towns

to incorporate into the final Annual Report. In order to meet the submission deadline, a proposal to complete this work for submittal to the NYSDEC is required.

Upon motion duly made by James Riester and seconded by Dennis Brochey it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes CRA to submit a proposal to complete the MOM Annual Report to the District for the December meeting for consideration. This motion was carried.

Attorney's Report:

1. Niacet Contract - Mr. Vona reported that he had been in discussion with Niacet Corporation on a new three (3) year contract. Mr. Vona presented to the board a proposed new agreement indicating the new rates and other revisions which were agreed to and signed by Kelly A. Brannen, Managing Director of Niacet Corporation. Mr. Vona is requesting board approval to accept the new three (3) year wastewater treatment services agreement dated November 20, 2014 between Niacet Corporation and the Niagara County Sewer District #1.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves to accept the new three (3) year wastewater treatment services agreement dated November 20, 2014 between Niacet Corporation and the Niagara County Sewer District #1. This motion was carried.

2. Emergency Repair Contract - Mr. Vona reported that he had made the required updates to the District's Utility/Collection System - Emergency Repair contract as the board had requested. Mr. Vona is requesting board approval for authorization to bid the RFP's on our Utility/Collection System – Emergency Repair Contract.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administration Board of the Niagara County Sewer District #1 hereby authorizes Mr. Vona to send out RFP's on the Utility/Collection System – Emergency Repair Contract. This motion was carried.

New Business:

1. Town of Cambria 2014 I/I Project - Mr. Ellis presented to the board a request that the Town of Cambria be reimbursed \$20,000.00 towards the rehabilitation of sewer segments in the Eagle Drive and Fair Court areas at the former Lockport Air Force Station in the Town of Cambria. A contract was awarded to Insight Pipe Contractors to install "cured in place pipe" in approximately 1,000 LF of 8" diameter pipe at a total contract price from in the amount of \$42,440.00. Mr. Ellis stated that the project is expected to begin in the next week.

Upon motion duly made by Robert B. Cliffe and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr. Ellis for the Town of Cambria to be reimbursed \$20,000 towards the rehabilitation of sewer segments in the Eagle Drive and Fair Court areas at the former Lockport Air Force Station in the Town of Cambria. This motion was carried.

2. Personnel - Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Adjournment:

Upon motion duly made by James Riester and seconded by Sylvia Virtuoso the meeting adjourned at 4:07 p.m.